

# JOB ORDER

CITEM.STR.FR.006

<b>CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS</b> Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue 1300 Pasay City, Metro Manila, Philippines ☎ (632) 831-2201 to 09 ext. 218 📠 (632) 831-1368, 832-3965 ✉ info@citem.com.ph 🌐 www.citem.com.ph	dti <small>DEPARTMENT OF TRADE AND INDUSTRIAL DEVELOPMENT</small>	JO Number: <b>2024-0517</b>	JO Date: <b>10/30/2024</b>	PAGE <b>1/4</b>
	PR No.: <b>2024-0517</b>	PR Date: <b>10/16/2024</b>		

CONTRACTOR/SUPPLIER <b>MARITZI YUVIENCO TULLAO MARKETING CONSULTANCY</b> ADDRESS <b>4508 Unit 602, Casino Suites Casino St., Brgy. Palanan, Makati</b> MODE OF PROCUREMENT <b>Small Value Procurement</b>	DELIVERY TERM ..... PAYMENT TERM ..... PLACE OF DELIVERY ..... DATE OF DELIVERY .....
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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
<b>HIRING OF PHOTOGRAPHY WITH VIDEOGRAPHY AND STYLING SERVICES FOR THE PROMOTIONS OF THE DESIGN PHILIPPINE PARTICIPATION IN EUROPEAN DESIGN TRADE FAIRS MAISON&amp;OBJET AND AMBIENTE 2025</b>	1 lot		Php694,000.00

**I. SCOPE OF WORK**

DELIVERABLE	%
<b>A. PRE-PRODUCTION</b> 1. Propose creative concepts based on the direction provided by CITEM. 2. Submit proposed set designs (with provisions for hanging products and other home accessories, e.g. lamps, tabletops) based on the approved creative concepts. Condition: Attend pre-production meetings and present proposal options on stage styling and design.	20%
<b>B. PRODUCTION</b> 1. Venue Rental 1.1 Set Design and Creative Direction 1.2 Fabricate and install approved set design based on materials presented during pre-production 1.3 Provide props, if necessary. 1.4 Execute onsite creative and editorial direction  2. Photography 2.1 A total of 100-120 stylized images for products and product collections for Ambiente 2.2 A total of 100-120 stylized images for products and product collections for Maison&Objet	60%

TOTAL AMOUNT IN WORDS: Php

*This order is placed subject to the following terms and conditions:*

The delivery must be made only during office hours to CITEM or as may be specified. Delivery is subject to the acceptance of CITEM's duly authorized representative/official and inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected deliveries are to be withdrawn and/or replaced immediately. Delay in the delivery is subject to the **PENALTY** of **1/10 of 1%** of the **TOTAL VALUE** of this ORDER for **EACH DAY OF DELAY**. In case the contractor/supplier does not deliver within the due date, s/he shall be considered in default and will be liable to pay **LIQUIDATED DAMAGES** in the amount of \_\_\_\_\_ of the **TOTAL AMOUNT** unless the contractor/supplier requested and CITEM granted an extension. The contractor/supplier authorizes CITEM to deduct the amount of undelivered portion and to deduct the penalty and liquidated damages from any of its receivables from CITEM. The contractor/supplier must present a Delivery Receipt and Invoice or Official Receipt with the Purchase Order upon delivery.

Very truly yours,   ATTY. MARY JANE DIAGO-GERONIMO, CPA Procurement, Unit Head CONFORME:   Name & Signature of Contractor/Supplier Date: _____	BUR No. <u>AMBIENTE 25-2411367</u> DATE <u>Nov. 20, 2024</u> AMOUNT <u>Php 694,000 -</u>	Recommended by:  MARIO F. EVIOLA Department Manager, SBD  Approved by:  LEAH PULIDO OCAMPO EXECUTIVE DIRECTOR   Maleterna C. BUYAO Chief Controllorship
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CONTRACTOR/SUPPLIER <b>MARITZI YUVIENCO TULLAO MARKETING CONSULTANCY</b> ADDRESS <b>4508 Unit 602, Casino Suites Casino St., Brgy. Palanan, Makati</b> MODE OF PROCUREMENT <b>Small Value Procurement</b>	DELIVERY TERM ..... PAYMENT TERM ..... PLACE OF DELIVERY ..... DATE OF DELIVERY .....
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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
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**I. SCOPE OF WORK**

DELIVERABLE	%
3. Videography 3.1 Two (2) 30-second videos featuring products for Ambiente 3.2 Two (2) 30-second videos featuring products for Maison&Objet  Provide own equipment:  For photography: • Equipment/Accessories • Professional digital SLR camera, with at least 24 megapixel, preferably full-frame, CMOS sensor • A quick transfer system of images/photos from camera to other devices (Mac OS, Android, PC based); and • Standard equipment/accessories of tripod and external off-camera flash/es.  For Videography: • Professional full-sensor mirrorless cameras capable of, at least full HD (1980x1080) resolution, 60 frames per second and 3000 ISO • Standard professional-grade rigs, stabilizers, lenses, lighting equip  4. Share all RAW images to CITEM project team after the pictorial (either via shared cloud folder or via hard drive)  Conditions: • Shoulder own logistical requirements for personnel and from the venue. • Provide for personal safety requirements and other personal miscellaneous expenses required throughout the pictorials.	

TOTAL AMOUNT IN WORDS:	Php
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Very truly yours,  
  
**ATTY. MARY JANE DIAGRO-GERONIMO, CPA**  
 Procurement, Unit Head  
 CONFORME:  
  
**MARITZI TULLAO**  
 Name & Signature of Contractor/Supplier  
 \_\_\_\_\_  
 Date

BUR No. AMBIENTE-25-24/11367  
 DATE Nov. 20, 2024  
 AMOUNT PHP 694,000 -  
  
 Funds Available:  
  
**MALERNA C. BOYAO**  
 Chief Controllorship

Recommended by:  
  
**MARJOF. E. EVIOLA**  
 Department Manager, SBD  
  
 Approved by:  
  
**LEAH PULIDO OCAMPO**  
 EXECUTIVE DIRECTOR

# JOB ORDER

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<b>CONTRACTOR/SUPPLIER</b> <b>MARITZI YUVIENCO TULLAO MARKETING CONSULTANCY</b> ADDRESS <b>4508 Unit 602, Casino Suites Casino St., Brgy. Palanan, Makati</b> MODE OF PROCUREMENT <b>Small Value Procurement</b>	DELIVERY TERM ..... PAYMENT TERM ..... PLACE OF DELIVERY ..... DATE OF DELIVERY .....
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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
<b>DELIVERABLE</b>		%	
<b>C. POST-PRODUCTION</b>  1. Conduct post-production briefing and final selection of photos with creative and project team; 2. Edit and provide necessary touch-ups (Final Artworks/digital renders) to a total of 200-240 stylized images for products and product collections; 3. Submit all edited, properly labeled (with company names) images (in jpg format), to CITEM within a maximum of 10 working days after the pictorial. in the following formats: • A cloud-based platform • 1TB hard drive • (Printed) Contact sheets  Conditions: Grant CITEM the full and perpetual rights and ownership to modify, distribute, and use all images (RAW and EDITED) in all of its campaigns, across multiple online and print platforms, including but not limited to its own website and social media pages.		20%	

## II. TIMELINE AND PAYMENTS

The engagement is valid from release of Job Order to end of November 2024 or upon satisfactory and complete delivery of the requirements.

ACTIVITIES	REQUIREMENTS FOR PAYMENT	% OF PAYMENT
Pre-production: Concept submission and approval of Project Team	Submission of RAW images for selection of Project Team	75% of contract cost

TOTAL AMOUNT IN WORDS: \_\_\_\_\_ Php

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Very truly yours,

ATTY. MARY JANE DIAGRO-GERONIMO, CPA  
 Procurement, Unit Head

CONFORME:

**MARITZI TULLAO**

Name & Signature of Contractor/Supplier

Date

BUR No. AMBLEN RE 25-24111367

DATE Nov. 20, 2024

AMOUNT Php 694,000-

Funds Available:

**MALERNA C. BOYAO**

Chief Controllership

Recommended by:

**MARJO F. EVIÑO**  
 Department Manager, SBD

Approved by:

**LEAH PULIDO OCAMPO**  
 EXECUTIVE DIRECTOR

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CONTRACTOR/SUPPLIER <b>MARITZI YUVIENCO TULLAO MARKETING CONSULTANCY</b>	DELIVERY TERM _____
ADDRESS <b>4508 Unit 602, Casino Suites Casino St., Brgy. Palanan, Makati</b>	PAYMENT TERM _____
MODE OF PROCUREMENT <b>Small Value Procurement</b>	PLACE OF DELIVERY _____
	DATE OF DELIVERY _____

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
<b>ACTIVITIES</b>	<b>REQUIREMENTS FOR PAYMENT</b>	<b>% OF PAYMENT</b>	
Production proper (between October 26-30, 2024)	Submission of RAW images for selection of Project Team		
Post-production: editing and submission of final artworks (Nov. 1-8, 2024)	Submission of 200-240 edited images (FA and contact sheet format) and 4 30-second videos	25% of contract cost	
Nov. 9 to 15, 2024	Submission of further revisions		
	Total of 200-240 final edited photos and 4 30-second videos	100% of contract cost	

### III. AWARDED CONTRACT AMOUNT

Awarded Contract Amount for this requirement is Six Hundred Ninety Four Pesos (PHP694,000.00 (inclusive of all applicable taxes).

TOTAL AMOUNT IN WORDS: <b>SIX HUNDRED NINETY FOUR THOUSAND PESOS</b>	Php <b>694,000.00</b>
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Very truly yours,

ATTY. MARY JANE DIAGRO-GERONIMO, CPA  
 Procurement, Unit Head

CONFORME:

**MARITZI TULLAO**

Name of Signatory as Contractor/Supplier

Date

BUR No. AMBLENTE-25-2411367

DATE NOV. 20, 2024

AMOUNT PHP 694,000-

Funds Available:

**MALERNA C. BOYAO**

Chief Controllership

Recommended by:

**MARJOF EVIJO**  
 Department Manager, SBD

Approved by:

**LEAH PULIDO OCAMPO**  
 EXECUTIVE DIRECTOR